

- I. **Authority:** Health and Safety Code, Division 2.5, Sections 1797.204 and 1797.208.
- II. **Purpose:** To identify specific records to be maintained by the County of San Diego, Emergency Medical Services Branch (EMS) regarding Emergency Medical Technician (EMT) certification, Paramedic accreditation, Mobile Intensive Care Nurse (MICN) authorization, and EMS approved continuing education (CE) providers and training programs.
- III. **Policy:**
  - A. EMS shall maintain on its premises for a minimum of five (5) years, the following records:
    1. Approved EMS training program documentation including:
      - a. Application form and accompanying materials.
      - b. Copy of written approval from EMS.
    2. A list of current EMS Training Program medical directors, course directors, clinical coordinators and principal instructors.
    3. A list of all prehospital personnel currently certified/accredited/authorized by the County of San Diego EMS Medical Director.
    4. A list of all EMTs whose certificates have been denied, suspended or revoked.
    5. A list of approved CE providers, including approval dates.
  - B. EMS shall submit annually, in January, to the State Emergency Medical Services Authority (EMSA), the following:
    1. The names, addresses, and course directors of each approved EMS Training Program.
    2. The number of currently certified EMTs,, accredited Paramedics, and authorized MICNs in San Diego County.
  - C. EMSA shall be notified in writing of any changes in the list of approved training programs as they occur.

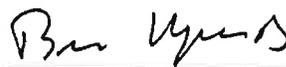
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Approved:



Administration



EMS Medical Director

SUBJECT: PROGRAM RECORDKEEPING: TRAINING AND CERTIFICATION

Date: 10/01/2011

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- D. EMSA and the applicable EMT certifying authority shall be notified in writing of all reportable actions taken regarding a certificate holder's certificate or a paramedic's accreditation, according to regulation.

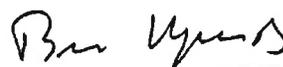
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